

Boston Redevelopment Authority

Position Classifications

(GRADE & SALARY RANGE)

August 1, 1969

GRADE 1 \$3,700 - \$4,722

1. Clerk Typist I
2. Messenger

GRADE 2 \$4,000 - \$5,105

1. Clerk Typist II
2. Development Aide I

GRADE 3 \$4,300 - \$5,488

1. Clerk Typist III
2. Development Aide II
3. Clerk Stenographer I
4. Draftsman Apprentice I

GRADE 4 \$4,600 - \$5,872

1. Senior Clerk Typist
2. Development Aide III
3. Apprentice Draftsman II
4. Clerk Stenographer II
5. Receptionist I
6. Matron
7. Switchboard Operator I

GRADE 5 \$5,000 - \$6,382

1. Development Assistant I
2. Senior Clerk Stenographer
3. Draftsman I
4. Receptionist II
5. Switchboard Operator II
6. Assistant Cashier
7. Bookkeeper I
8. Management Aide I
9. Secretary Stenographer I

NOTE: Grades 1-5 excluding clerical & clerical related positions are primarily training positions for Co-ops or Subprofessional recruited in special programs.

GRADE 6 \$5,500 - \$7,019

1. Development Assistant II
2. Draftsman II
3. Senior Receptionist
4. Secretary Stenographer II
5. Architectural Draftsman I
6. Senior Switchboard Operator
7. Employee Benefits Assistant
8. Bookkeeper II
9. Cashier I
10. Graphics Designer I
11. Management Aide II
12. Supply Clerk

GRADE 7 \$6,100 - \$7,785

1. Draftsman III
2. Secretary-Stenographer III
3. Architectural Draftsman II
4. Administrative Clerk I
5. Graphics Designer II
6. Cashier II
7. Claims Examiner I
8. Technician I
9. Rehabilitation Construction Analyst I
10. Neighborhood Organization Specialist I
11. Relocation Specialist I
12. Superintendent of Maintenance
13. Rehabilitation Finance Specialist I
14. Business Relocation Specialist I
15. Supply and Graphic Reproduction Assistant

GRADE 8 \$6,800 - \$8,679

1. Senior Draftsman I
2. Administrative Secretary
3. Architectural Draftsman III
4. Graphics Designer III
5. Administrative Clerk II
6. Superintendent of Maintenance II
7. Business Relocation Specialist II
8. Relocation Specialist II
9. Rehabilitation Finance Specialist II
10. Rehabilitation Construction Analyst II
11. Neighborhood Organization Specialist II
12. Technician II

GRADE 8 (continued)

13. Planner I
14. Transportation Planner I
15. Business Claims Examiner I
16. Site Office Manager Asst.
17. Field Inspector I
18. Demolition Inspector I
19. Superintendent of Property Management I
20. Accountant I
21. Office Manager
22. Settlement Clerk
23. Traffic Department Liaison

GRADE 9 \$7,600 - \$9,700

1. Senior Draftsman II
2. Executive Secretary
3. Cashier Supervisor
4. Administrative Clerk III
5. Accountant II
6. Real Estate Assistant I
7. Business Relocation Specialist III
8. Relocation Specialist III
9. Rehabilitation Finance Specialist III
10. Rehabilitation Construction Analyst III
11. Neighborhood Organization Specialist III
12. Technician III
13. Demolition Inspector II
14. Field Inspector II
15. Assistant Site Office Manager
16. Planner II
17. Transportation Planner II

18. Administrative Assistant I
19. Superintendent of Property Management*II
20. Research Analyst I
21. Assistant Office Services Manager
22. Senior Architectural Draftsman
23. Librarian
24. Rental Assistant
25. Relocation Claims Examiner III
26. Technician III

GRADE 10 \$8,500 - \$10,849

1. Chief Draftsman
2. Purchasing Assistant
3. Personnel Assistant
4. Special Personnel Programs Assistant
5. Accountant III
6. Real Estate Assistant II
7. Preservation Planner I
8. Business Relocation Specialist IV
9. Relocation Specialist IV
10. Rehabilitation Finance Specialist IV
11. Rehabilitation Construction Analyst IV
12. Neighborhood Organization Specialist IV
13. Technician IV
14. Site Office Manager I
15. Planner III
16. Transportation Planner III
17. Administrative Assistant II
18. Office Services Manager
19. Research Analyst II
20. Civil Engineer I
21. Architect I
22. Compliance Assistant I

GRADE 11 \$9,500 - \$12,125

1. Accountant IV
2. Assistant Legal Officer I
3. Senior Business Relocation Specialist
4. Senior Relocation Specialist
5. Senior Rehabilitation Finance Specialist
6. Senior Rehabilitation Construction Analyst
7. Senior Neighborhood Organization Specialist
8. Senior Technician
9. Site Office Manager II
10. Planner IV
11. Transportation Planner IV
12. Administrative Assistant III
13. Senior Business Relocation Claims Examiner I
14. Architect II
15. Chief Research Analyst I
16. Real Estate Assistant III
17. Deputy Comptroller
18. Civil Engineer II

GRADE 12 \$10,6000 - \$13,529

1. Chief Graphic Designer
2. Purchasing Agent
3. Chief Accountant
4. Assistant Real Estate Officer I
5. Senior Business Relocation Specialist
6. Relocation Officer I
7. Rehabilitation Finance Officer I
8. Rehabilitation Officer I
9. Executive Officer Citizens Advisory Committee
10. Senior Planner

GRADE 12 \$10,600 - \$13,529

11. Senior Transportation Planner
12. Administrative Assistant IV
13. Chief Research Analyst II
14. Civil Engineer III
15. Architect III
16. Assistant Legal Officer II
17. Zoning Officer
18. Supply & Graphic Reproduction Officer
19. Business Relocation Claims Officer
20. Sr. Business Relocation Claims Examiner II
21. Chief, Work Study Program

GRADE 13 \$11,800 - \$15,061

1. Assistant Personnel Officer
2. Assistant Legal Officer III
3. Rehabilitation Finance Officer II
4. Rehabilitation Officer II
5. Planning Officer I
6. Transportation Planning Officer I
7. Senior Administrative Assistant I
8. Civil Engineer IV
9. Architect IV
10. Contract Compliance Officer
11. Chief Negotiator
12. Coordinator
13. Senior Land Architect I
14. Relocation Officer II
15. Office Manager

16. Chief Planning Officer

17. Legal Officer II

18. Project Director I

19. Architectural Coordinator, Chief Project Design

GRADE 14 \$13,100 - \$16,719

1. Legal Officer I
2. Senior Administrative Assistant II
3. Planning Officer II
4. Director of Property Management
5. Civil Engineer V
6. Transportation Planning Officer II
7. Technical Services Director
8. Educational Programs Officer
9. Systems Analyst
10. Senior Architect Chief Planning Design Officer
11. Senior Architect Senior Design Review Officer/Rehab.
12. Deputy Director of Family Relocation

GRADE 15 \$14,500 - \$18,505

1. Personnel Officer
2. Assistant Real Estate Officer IV
3. Assistant General Counsel I
4. Project Director
5. Senior Administrative Assistant III
6. Civil Engineer VI
7. Chief Transportation Planning Officer
8. Budget Officer
9. Comptroller
10. Community Renewal Program Director
11. Architectural Coordinator, Design Review Assistant
12. Architectural Coordinator, Chief Planning Design
13. Senior Economist
14. Chief of New Construction
15. Chief of Rehabilitation

BOSTON REDEVELOPMENT AUTHORITY

SALARY RANGE & STEP PLAN

AUGUST 1, 1969

GRADE	<u>STEPS</u>					
	1	2	3	4	5	6
1.	3,700	3,885	4,079	4,283	4,497	4,722
2.	4,000	4,200	4,410	4,630	4,862	5,105
3.	4,300	4,515	4,741	4,978	5,227	5,488
4.	4,611	4,830	5,072	5,326	5,592	5,872
5.	5,000	5,250	5,513	5,789	6,078	6,382
6.	5,500	5,775	6,064	6,367	6,685	7,019
7.	6,100	6,405	6,725	7,061	7,414	7,785
8.	6,800	7,140	7,497	7,872	8,266	8,679
9.	7,600	7,980	8,379	8,798	9,238	9,700
10.	8,500	8,925	9,371	9,840	10,332	10,849
11.	9,500	9,975	10,474	10,998	11,548	12,125
12.	10,600	11,130	11,687	12,271	12,885	13,529
13.	11,800	12,390	13,010	13,661	14,344	15,061
14.	13,100	13,755	14,443	15,165	15,923	16,719
15.	14,500	15,225	15,986	16,785	17,624	18,505

July 31, 1969

MEMORANDUM

TO: Boston Redevelopment Authority

FROM: Hale Champion, Director

SUBJECT: Arthur D. Little Study

The first phase of the Arthur D. Little Study which deals with job classifications and a salary system for classified personnel has been completed and a final revised copy has been made available to each member of the Authority.

I have reviewed this phase of the report with the principal executives in the Authority and the Mayor's nominee as the new director, and herewith submit a full set of recommendations resulting from this review.

It is my conviction that implementation of these recommendations will give the Authority an orderly system for employment, periodic evaluation of performance and appropriate merit salary adjustments, promotions and cost of living increases.

The recommendations do not accept the Little report without exception, but they do follow its basic outline and conform in most cases to its specific proposals. Without the report such a basic change in the Authority's system and approach would have been impossible, but some adjustments in the implementation of the report were required because of the consultants' lack of specialized knowledge of the history and character of this organization. These do not invalidate the soundness and utility of the report, nor the need to act on its basic proposals.

As the consultants noted, the BRA's present personnel policy is "obsolete".

"The basic document is a 1958 policy, more applicable to a Housing Authority, plus various amendments in an effort to keep it current," the report notes. "Internal differences of opinion appear to have stymied past efforts to update and revise the overall policy."

What is proposed today is the first and most important series of steps in that overall revision. Others will follow as the Little organization completes its assignment.

I am asking you to take action today on the following specific proposals based on the Little report findings.

First, approval of the attached new salary range and step plan and classification system, effective August 1. This, of itself, would not affect the pay status of any individual, but would set a pattern for all future board actions on employees in classified positions and bring our salary system into a fully competitive position in the employment market.

Second, approval of a method to bring incumbent individuals into the new system by using their anniversary dates. The changeover would take place on a monthly basis over the six month period from August 1969, through January 1970. Those employees with anniversary dates within that period would enter the system on the corresponding date after individual action by the Authority. Those employees with anniversary dates from February 1970 through July 1970 would have their time of entry incorporated in the August through January group by simply advancing each date six months. Again, Authority action on each individual case would be required at the time of entry into the system.

Third, approval of the entry into the system at this time of those individuals with August and February anniversary dates.

Fourth, approval of a statement of policy that the Authority will increase the entire basic grade and step salary range independently of individual increases by 5% whenever the official Consumer Price Index of the Federal government increases by that amount from its level of July 1, 1969, the effective date of this report's findings.

To assist the Authority in its evaluation of the impact of these recommendations on agency personnel, I have furnished each member with a complete personnel list and the adjustments to be made over the next six months. These would not be automatic, however, but subject to individual Authority action by monthly roster.

We have deviated from the consultants' recommendations in only two major respects, although making other adjustments in individual cases. First, I have put lawyers as a class one grade above the levels assigned by the consultants, primarily because of recent recruiting experience and resignations. We could employ lawyers at the levels suggested by the consultants, but not of the quality and competence needed by an agency of this kind. Second, I have dropped a recommended 16th level pay grade out of the plan altogether because it committed positions of great responsibility to a fixed scale of compensation instead of permitting a flexible approach in both recruiting and salary increases.

You will note that the foregoing actions and recommendations do not provide any increases for those persons who are not covered in the 15-grade system. I suggest that it would be more appropriate for a new Director to work out with the Authority a system for dealing with their very different needs. This could be done well within the six months transition period.

Finally, it should be noted that the proposed handling of the entry of classified employees into the new system will keep us within the administrative budget filed with the Department of Housing and Urban Development for this year.

Proposed votes to implement this recommendation are attached.

- VOTED:
1. That the Authority approve the Salary Range and Step Plan, Attachment I, and the Position Classification Plan, Attachment II, effective August 1, 1969, and that Authority employees be phased into the next pay and classification over a six month period, on a monthly basis, from August 1969 through January 1970, as recommended by the Director, *and voted by the Authority*
 2. That the Authority approve the entry into the new Salary Range and Step Plan and Position Classification Plan of employees with August and February anniversary dates, ~~subject to review and action on the Director's recommendations submitted separately.~~ *as submitted*
 3. That the Authority approve the policy that the Salary Range and Step Plan will be increased ~~5%~~ *5%* independent of individual increases, whenever the official Consumer Price Index of the Federal government increases by 5% from its level of July 1, 1969. *128*